

UNOPA Executive Board Meeting Minutes

January 5, 2017

3:30 p.m.-4:30 p.m.

Forestry Hall Conference Room

CALL TO ORDER

President Tricia Liedle called the meeting to order at 3:33 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Tricia Liedle, Barbara Homer, Judy Anderson, Renae Oestmann, Cheryl Wemhoff, Carol Wusk, Donna Bode, Alycia Harden

MEMBERS ABSENT

Jill Schurr, Roddy Spangler, Sara Luther, Lorraine Moon, Debbie Hendricks, Mary Klucas, LeAnn Frobom, Lindsay Augustyn, Marla Nissen

OTHER MEMBERS PRESENT

Lola Young

AD-HOC COMMITTEE MEMBERS PRESENT

Jane Schneider

AD-HOC COMMITTEE MEMBERS ABSENT

Kelsey Sims

APPROVAL OF MINUTES

Minutes of the December 6, 2016, Executive Board Meeting were approved as presented.

TREASURER'S REPORT

Report attached. Also discussed expenses incurred and reimbursed for Floyd S. Oldt awards.

OFFICER/COMMITTEE REPORTS

President. Tricia Liedle reported receiving the \$3,760 check from Parking Services for manning our game day parking lot. She was not able to attend the Non-Smoking Campus committee meeting in December, but has been attending the Chancellor's Town Hall meetings. She also reminded everyone of the meeting on February 8 when Chancellor Green will speak to both UNOPA and UAAD.

President-elect/Program. No report.

Recording Secretary. No report.

Corresponding Secretary. No report.

Past President/Bradley Munn. No report.

Presidential Adviser. No report.

Membership. Report attached.

Outreach. Report attached. Donna Bode reported that there were 67 registered (33 UNOPA/30 UAAD/3 guests/1 retired) for the combined UNOPA/UAAD meeting this month.

Awards. No report.

Career Development & PSP. No report. The deadline for submitting PSP entries is January 15, 2017.

Technology. No report.

Employee Concerns. No report.

Bylaws/Nominating. No report.

UNOPA Notes. No report.

Ways and Means. No report.

AD-HOC COMMITTEE REPORTS

Digital Commons. No report.

Marketing. No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

There was discussion on making the traditional donation to the PSP Endowment Fund. **Cheryl Wemhoff moved that UNOPA donate \$500 to the PSP Endowment Fund. Seconded by Carol Wusk and passed.**

Tricia received information on the University of Nebraska Foundation's fund raising campaign, Together As One, and it was decided we would encourage members to consider donating by placing information in the newsletter and announcing at the general meeting.

Due to some questions about committee duties and guidelines, Tricia requested each committee director to write out a set of guidelines for their position by the April board meeting.

Barb Homer asked about UNOPA possibly renting a van to travel to South Carolina for the National Conference. She will research the cost of driving vs. flying and on the interest of others planning on attending the conference.

The next meeting will be Tuesday, February 7, 2017, at Forestry Hall.

The meeting was adjourned at 4:29 p.m.

Submitted by Judy Anderson, recording secretary

UNOPA Treasurer's Report -- December 2016

Beginning Checking Account Balance - 12/1/2016		Balances: \$ 3,333.91
Income:		
Deposit 12/13/16 December Meeting 50/50 Drawing	\$46.00	
	Total Income:	\$46.00
Expenses:		
1045 - 12/7/16 - Awards Unlimited, Inc. - Member lapel pins	\$294.94	
1046 - 12/13/16 - Bathtub Dogs - December General Meeting Entertainment	\$150.00	
1047 - 12/16/16 - Susan Thomas-Reimbursement for purchase of door prizes	\$25.00	
1048 - 12/20/16 - Premier Catering - Linen Rental December General Mtg.	\$71.00	
	Total Expenses:	\$540.94
Ending Checking Account Balance - 12/31/2016		<u>\$ 2,838.97</u>

Beginning Cost Center Balance - 12/1/2016		\$(1,038.18)
Income:		
	Total Income:	\$ -
Expenses:		
12/30/16 - 2016 Boss of the Year Award (Wendy Smith)	\$ 500.00	
12/22/16 - 2016 Silver Pen Award (Gretchen Mills)	\$ 600.00	
12/22/16 - Mills Retirement*	\$ 25.73	
12/22/16 - Mills FICA*	\$ 28.60	
12/22/16 - Mills Health Insurance*	\$ 62.51	
12/22/16 - Mills Life Insurance*	\$ 0.89	
	Total Expenses:	\$1,217.73
Ending Cost Center Balance - 12/31/2016		<u>\$(2,255.91)</u>

Ending Checking Account Balance - 12/31/2016	\$ 2,838.97
Ending Cost Center Balance - 12/31/2016	\$(2,255.91)
Total Funds Available:	<u>\$ 583.06</u>

Savings Account Balance - 12/31/2016 **#####**

55th Anniversary Balance: \$93.00 - \$6.36 (sales tax) = \$86.64

*\$117.73 (charges for Mills retirement, FICA and insurance) will be reimbursed in January, 2017.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
January 5, 2017

TO: Tricia Liedle
FROM: Alycia Harden
COMMITTEE: Membership
DATE: 1/4/17

Current committee report

Current membership is 93 total:

10 - New
66 - Active
4 - Associate
1 - Honorary
11 - Retiree
1 - Lifetime

I am working on the welcome letters for new university employees. I am also going to start thinking about a luncheon for new members.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
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TO: Tricia Liedle
FROM: **Donna Bode**
COMMITTEE: **Outreach/Hospitality**
DATE: January 5, 2017

Current committee report –

I will give an update on the number of members registered for the January 10, 2017 UNOPA/UAAD Joint Meeting.

Thursday, January 5, 2017 at 9:45:26 AM Central Standard Time

2. **Subject:** RE: Together as One - Faculty/Staff Fundraising Campaign
Date: Thursday, January 5, 2017 at 9:31:27 AM Central Standard Time
From: Chris Cooper
To: Patricia (Tricia) Ann Liedle
CC: Kristi Pease
Attachments: image001.gif

New Business

Patricia – Sorry about that! We wondered if a few folks might be somewhat confused. Last year, your predecessor Roddy Spangler was appointed by Chancellor Perlman as a campus “champion” so to speak. These champions were appointed system-wide by either chancellors or by President Bounds. This year, it was decided to reach out to the previous champions rather than appoint new ones. However, at UNL, the champions were role-based which is why you’ve never heard of any of this! Again, sorry for generating confusion.

This faculty/staff giving campaign was launched last year and was the first ever system-wide employee giving campaign attempted at the University of Nebraska. I believe the idea originated with President Bounds and the foundation CEO Brian Hastings. The theme was “Together as One” and is intended to reach all faculty and staff with a consistent message once a year during a designated period. In the past, a variety of similar campaigns with various messages were attempted by various units throughout the year.

This year, our main focus is on raising support for student scholarships but, as always, we encourage giving to any area a person might want to support.

The campaign will run for 3 weeks and starts Feb. 6 with a pre-email sent to all faculty/staff the week before.

I hope this information is helpful, please let me know if you have more questions!

Chris Cooper

Marketing & Annual Campaigns

University of Nebraska Foundation
1010 Lincoln Mall, Suite 300
Lincoln, NE 68508

402-458-1145

chris.cooper@nufoundation.org
nufoundation.org



From: Patricia (Tricia) Ann Liedle [mailto:pliedle@nebraska.edu]
Sent: Thursday, January 5, 2017 9:21 AM
To: Chris Cooper <chris.cooper@nufoundation.org>
Subject: Re: Together as One - Faculty/Staff Fundraising Campaign

Chris,

I know nothing about this campaign. Can you send more detailed information to help me in making a decision on whether or not and how to share this fundraising campaign.

Thank you

Patricia Liedle
UNOPA President 2016-2017

From: Chris Cooper <chris.cooper@nufoundation.org>
Date: Thursday, January 5, 2017 at 8:51 AM
To: David Allan Woodman <dwoodman1@unl.edu>, Patricia Ann Liedle <patricia.liedle@unl.edu>, Charlotte D Frank <cfrank2@unl.edu>
Cc: Kristi Pease <kristi.pease@nufoundation.org>
Subject: Together as One - Faculty/Staff Fundraising Campaign
Resent-From: <patricia.liedle@unl.edu>
Resent-Date: Thursday, January 5, 2017 at 8:52 AM

Hello! My name is Chris Cooper and I've once again been tasked with overseeing the system-wide faculty/staff fundraising campaign that you, or a person in your role, helped us with last year. This year, we thought it would be great to reach out to you directly and personally ask for your help again.

Don't worry, we're not asking for a significant time commitment. What we're really hoping you can help us with is just to be a voice on campus to help us raise awareness. We know that the choice to give is a very personal decision so we're not asking for you to directly raise funds for this campaign. Instead, we'd like your help in sharing information with fellow faculty/staff including campaign priorities (students), the impact of gifts and, if you're willing, your own personal stories of why you've chosen to give.

Also, as we look to future campaigns we see the potential for more "champions" to get involved and inspire and motivate action in support of the University. Any help you could provide us in identifying fellow faculty and staff for this role would be greatly appreciated.

In the coming weeks, we'll continue to share information with you about upcoming activities and

opportunities but please feel free to contact me or Kristi Pease directly with any questions you might have.

The campaign kicks off officially on Feb. 6, thank you so much for your help!

part of
1.

Chris Cooper

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